



Career Opportunities

EXECUTIVE - FINANCE & ADMIN

(Selangor - Shah Alam)

Responsibilities:

- Administer corporate policies and procedures in supporting the daily operations of the Company, governing staff benefits and compensation.
- Accurate & timely financial reporting, management of accounts receivables, accounts payable and cash flow, as well as the execution and control of the Company's daily financial transactions.
- Ensure all financial transactions are in line with set group policies and procedures.
- Maintain financial control of the Company's activities in compliance with legal and statutory requirements to ensure financial data integrity and accuracy to enable management decision-making.
- Responsible for preparation of monthly, quarterly and annual accounts, formulation of budgets, business and commercial planning, cost accounting and cost control management.
- Supporting local and regional management in financial – related projects, implementing and ensuring adherence to internal controls.

Requirements:

- Minimum 1 year proven working experience in handling full set account;
- Experience in MYOB Accounting software is an advantage;
- Able to work with minimum supervision and handle confidential matters suitably; and
- Able to write and communicate fluently both in English and Mandarin as communication with KE subsidiaries in China, Taiwan and Singapore are compulsory.

Interested candidate kindly email your résumé to KE.HR@kelington-group.com or mail you résumé to Kelington Engineering Sdn Bhd.

Kelington Technologies Sdn. Bhd.

No 3, Jalan Astaka, U8/83, Section U8 Bukit Jelutong Industrial Park Shah Alam 40150.